

CAREER TECHNICAL TRAINING AREA

Office Administration



Do You Like ...

... working with computers?

... organization?

... talking to people?

... listening?

If so, you may be a good candidate for Job Corps' **Office Administration** career training program.

SKILLS

Learn how to perform the essential tasks of an administrative assistant, including:

- » Using computers and the internet to manage databases, type documents, and e-mail.
- » Answering telephones and giving information to callers, taking messages, or transferring calls to the appropriate individuals.
- » Creating, maintaining, and entering information into databases.
- » Using photocopiers, scanners, and fax machines, and performing other office duties.

EXPECTATIONS & REQUIREMENTS

While on the job, you will be expected to display the following traits at all times:

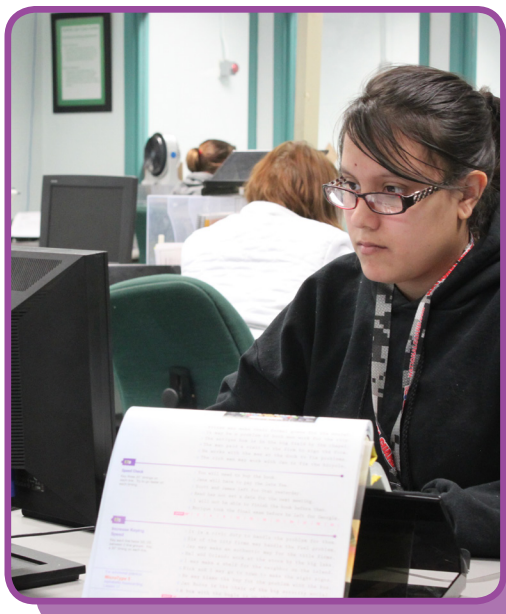
- » Integrity and dependability
- » Cooperation
- » Attention to detail
- » Concern for others
- » Independence

And you will need to meet a few basic requirements in order to be hired as an administrative assistant, including having:

- » Basic math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests

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CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Finance and Business training area can earn **nationally recognized credentials** from organizations such as Certiport, which is the national standard in Microsoft training and credentialing.

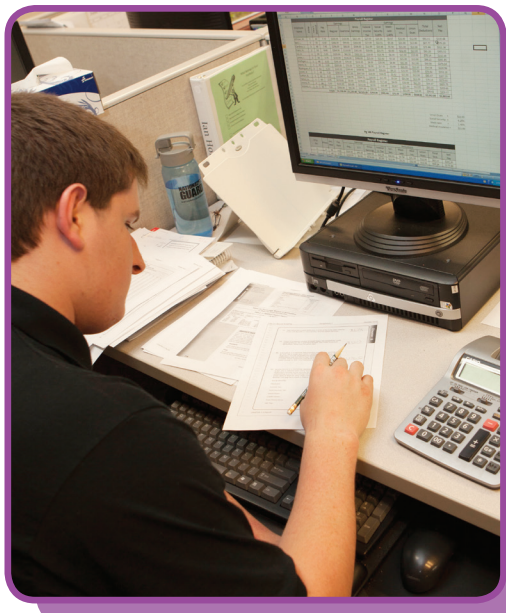
CAREER OPTIONS

Most **Office Administration graduates go to work in both large and small offices**. Although secretaries and administrative assistants work in nearly every industry, many are concentrated in schools, hospitals, government agencies, and legal and medical offices. Most work full time.

SALARY

The average starting salary for most administrative assistants is **\$34,000/year**.

*For additional salary information and career path options in this field, visit www.mynextmove.org.



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